

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title: **Administrative Asst II**

Functional Title:

Job Posting: **15219**

Monthly Salary: \$2194.33

Salary Group: A11

Posting Date: 04/02/2015

Close Date: 04/17/2015

Section/Division: Legal-General Law Admin. Section/ Legal-General Law Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 0957

Job Description:

Provides administrative support duties for the Office of Legal Services of the Texas Commission on Environmental Quality. Answers and screens telephone calls; provides program and agency information and/or makes referrals to appropriate staff; and directs visitors to appropriate destination. Distributes documents and mail; sends and distributes facsimile documents. Creates and maintains various OLS databases; reviews and complies data, and prepares reports and/or summaries. Maintains and coordinates office conference room schedules. Prepares and edits documentation and/or correspondence. Creates, maintains, and organizes electronic and hard copy filing systems.

Minimum Qualifications:

Graduation from a standard senior high school or its equivalent plus one year of full-time experience providing administrative and/or clerical support in an office setting.

Fifteen semester hours from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may be substituted for each six months of the required experience.

Special Requirements:

Moving up to 20 pounds of files, equipment, etc.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer